

# Managing Preparedness Grants Using EGMS

VDEM'S Electronic Grant Management System

- Helpful Tips
- Upcoming Revisions

# VDEM PREPAREDNESS GRANT MANAGEMENT OFFICE

- ▶ DIRECTOR: CHERYL LEE
  - ▶ GRANT ADMINISTRATORS:
    - AMY AUSTIN
    - JOCELYN BAGBY
    - DEBBIE FOUTZ
    - JOANN MAHER
    - PAULETTE MCWATERS
    - KERRY STUVER
  - ▶ PROGRAM SUPPORT TECHNICIAN
    - SHERONDA JOHNSON
- 

# FIRST! MOST IMPORTANT!

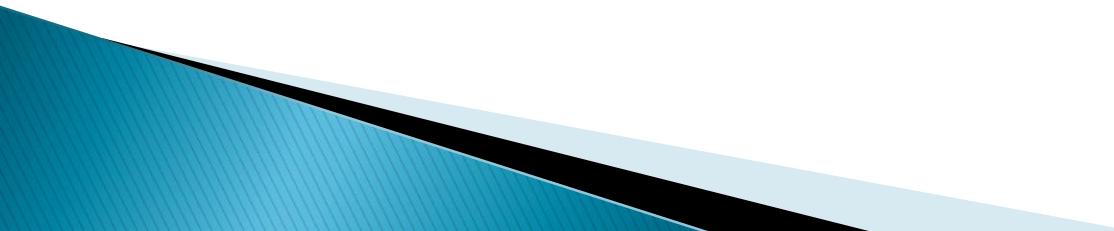
- ▶ THANKS! YOU'RE DOING A GREAT JOB
- ▶ We went from zero to 390 users in one year.



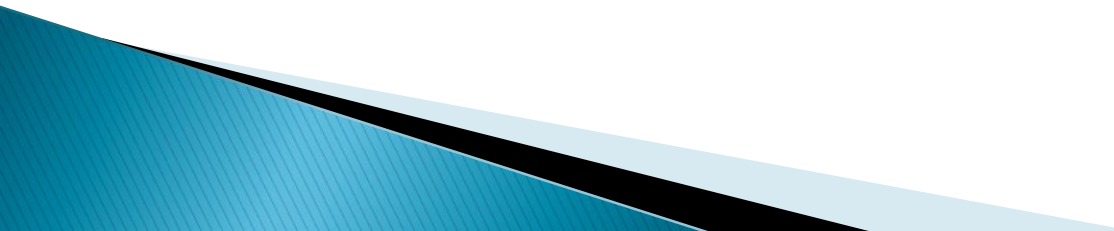
# EGMS TOP 10 LIST

»» Most Common Trouble Spots

# TOP 10 EGMS TROUBLE SPOTS

1. I can't find my grant application!
  2. I entered my project A – what am I supposed to do now?
  3. Sometimes I can't add items from a certain category to my budget.
  4. My application was rejected because I put all my expenses for managing my PROJECT in M&A. What is M&A anyway?
  5. I can't encumber some of my budget line items – and why are they pink?
- 

# TOP 10 EGMS TROUBLE SPOTS

6. I encumbered my budget line item a while ago but I didn't get reimbursed.
  7. My reimbursement request was rejected because I didn't attach documents – what did I forget to do?
  8. I put two items on my encumbrance but only one is ready for reimbursement. What do I do?
  9. Too much match!
  10. I can't find where to enter my project proposal on eGMS.
- 

**EGMS**  
ELECTRONIC GRANTS MANAGEMENT SYSTEM

Home Grant Management Reports Standard Functions System Admin Workflow Log Out

Home > Administration > Account Management > Subrecipient Accounts > Subrecipient Account

### SUBRECIPIENT ACCOUNT

Fields marked with an asterisk ( \* ) are required.

Status: \* Approved

Subrecipient: \* All Hazards Consortium

Title/Position: \* Bland County  
Bland County Sheriff's Office

First Name: \* Botetourt County

Last Name: \* Botetourt County Department of Emergency Services  
Botetourt County Sheriff's Office  
Bristol City

Email: \* Bristol Virginia Fire Department  
Bristol Virginia Police Department

Phone: \* Bristol Virginia Sheriff's Office

Fax: Brunswick County

Street Address: Brunswick County Fire and Rescue  
Brunswick County Sheriff's Office

City: Buchanan County  
Buchanan County Sheriff's Office

State: Buckingham County  
Buckingham County Emergency Services  
Buckingham County Sheriff's Department

Zip: Buena Vista City  
Buena Vista Police Department

Username: \* Buena Vista Sheriff's Office

Password: \* Campbell County  
Campbell County Public Safety  
Campbell County Sheriff's Office

Confirm Password: \* Caroline County  
Caroline County Department of Fire-Rescue and Emergency Management  
Caroline County Sheriff's Office

Configure Role:

<input checked="" type="checkbox"/>	Grant Management (3
<input checked="" type="checkbox"/>	Budg
<input checked="" type="checkbox"/>	

Carroll County  
Carroll County Sheriff's Office  
Charles City County  
Charles City County Sheriff's Office

ng.  
ng and contain letters, numbers, and special cha

## I CAN'T FIND MY APPLICATION ON EGMS

Check to see what subrecipient your eGMS account is linked to.  
Ask your Grant Administrator what subrecipient the funds are listed under.  
The funds can be moved if you haven't started the application yet.

Electronic Grants Management System (EGMS) - Windows Internet Explorer

http://www.ttegms.com/virginia\_manual/secure/onlineapplications.cfm?cat=5

File Edit View Favorites Tools Help

Electronic Grants Management System (EGMS)

VAEmergency.com Virginia Department of Emergency Management

Home Grant Management Standard Functions Log Out

Home > Budget Application

BUDGET APPLICATION

Existing Filters: None

Allocated | In Progress | Pending Approval | Rejected | Approved

Available funds - applications not started

Note: after an application is started, it will move to In Progress section and will no longer appear under Available funds section.

Total Records: 7

	Application	FY	Grant Program	Amount	Start
1.	CBRNE Response August 13, 2012	2010	EMPG	\$10,000.00	START
2.	Roanoke August 15, 2012 Exercise	2010	EMPG	\$10,000.00	START
3.	Waynesboro October 26 CBRNE	2010	EMPG	\$10,000.00	START
4.	January 29 EGMS Class	2010	EMPG	\$10,000.00	START
5.	Norfolk February 7 2013	2010	EMPG	\$10,000.00	START
6.	AUGUST 2013 EGMS TRAINING	2010	EMPG	\$10,000.00	START
7.	NEW LEMPG Grant Training	2010	EMPG	\$10,000.00	START

Slide 6 of 10 "Concourse"

start

Inbox - Microsoft Out... My Documents Microsoft PowerPoint ... Electronic Grants Man... Desktop 1:29 PM

## I STILL CAN'T FIND MY APPLICATION

SOMEONE ELSE IN YOUR AGENCY MAY HAVE STARTED OR EVEN COMPLETED IT.  
LOOK THROUGH THE TOP TABS TO SEE IF YOU CAN FIND IT.



# Why can't I add certain items to my budget?

Electronic Grants Management System (EGMS) - Windows Internet Explorer

http://www.ttegms.com/virginia\_manual/secure/addproject.cfm?isip\_num=5117&grantee=1&isOrigProj=1

Funding Type/Passthrough Compliance: Passthrough to Local (Part of 80%)

**STRATEGIC PLANNING**

Investment Justification: Enhance CBRNE Detection and Response Capabilities

Target Capability: Prevent - CBRNE Detection

For this project, select at least one objective (Primary) under the project goals.  
P - Primary, S - Secondary, O - Other  
The subrecipient award includes line items with the following functions: .

**GOAL 1. Enhance capability to effectively respond to Chemical, Biological, Radiological, Nuclear and Explosive in a coordinated effort to protect the public.**

**Equipment Objectives**

P S O

☐ ☐ ☐ Provide response personnel with equipment to meet established standards and support the capabilities listed in the Target Capabilities List (TCL).

**Planning Objectives**

P S O

☒ ☐ ☐ 1.2 Identify the roles each will play (under each ESF) for Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) response locally, regionally and statewide.

**Training Objectives**

P S O

☐ ☒ ☐ 1.3 Conduct training on equipment purchased.

Clear Primary & Secondary Clear Other

Save Project Cancel

If you don't select an equipment objective, you won't be able to add equipment to your budget.

Electronic Grants Management System (EGMS) - Windows Internet Explorer

http://www.ttegms.com/virginia\_manual/secure/newitem.cfm?grantid=56026&grant\_total=20000&amount\_remaining=20,000.00&amount\_requested=0&projid=6260

Function: Equipment

Category: test

☐ [04] Information Technology  
☐ [05] Cyber Security Enhancement Equipment  
☐ [06] Interoperable Communications Equipment  
☐ [07] Detection  
☐ [09] Medical  
☐ [10] Power  
☐ Non AEL Item

☐ [11] CBRNE Reference Materials  
☐ [12] CBRNE Incident Response Vehicles  
☐ [14] Physical Security Enhancement Equipment  
☐ [19] CBRNE Logistical Support Equipment  
☐ [21] Other Authorized Equipment

Please select a function and a category before entering line item.

Description/ Rationale: Note: Description/Rationale is required for all line items.

Quantity: (per discipline) (do not use commas)

Unit Cost: \$ (do not use commas)

Total: \$

TOTAL AWARD AMOUNT REMAINING: 20,000.00

Will match funds be used to purchase this item?  
☐ Yes ☒ No

Please select the discipline that will benefit from this funding:  
Discipline: -- Select Discipline --  
Note: if item is shared, choose discipline according to who will be "housing" the equipment.

**New Item - Project Details**

PROJECT A  
Title: nnn  
Title: Enhance capabilities to respond to all-hazards events

Please select an objective from Project A that this item will fulfill.

☐ Primary Obj. 1.2 [Planning] - Identify the roles each will play (under each ESF) for Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) response locally, regionally and statewide.  
☐ Secondary Obj. 1.3 [Training] - Conduct training on equipment purchased.

Equipment items may not be aligned with Planning objectives.  
Equipment items may not be aligned with Training objectives.

Cancel Submit

The equipment radio button is not available for you to select – so you're not able to submit the item.

# My application was rejected because I put my *program* management expenses under M&A

## Allowable Planning Costs

Developing hazard/threat-specific annexes that incorporate the range of prevention, protection, response, and recovery activities
Developing and implementing homeland security support programs and adopting ongoing DHS national initiatives
Developing related terrorism prevention activities
Developing and enhancing plans and protocols
Developing or conducting assessments
Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)
Conferences to facilitate planning activities
Materials required to conduct planning activities
Travel/per diem related to planning activities
Overtime and backfill costs (in accordance with operational Cost Guidance)
Other project areas with prior approval from FEMA
Issuance of WHTI-compliant tribal identification cards

Planning is for managing the program

## Allowable Management & Administrative Costs

Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements
Development of operating plans for information collection and processing necessary to respond to FEMA data calls
Overtime and backfill costs
Travel
Meeting related expenses
Authorized office equipment
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program
Leasing or renting of space for newly hired personnel during the period of performance of the grant program

M&A is for managing the grant itself

Electronic Grants Management System (EGMS) - Windows Internet Explorer

http://www.ttegms.com/virginia\_manual/secure/newgrant.cfm?grantid=5603&cat=3&CFID=44949&CFTOKEN=84247790

File Edit View Favorites Tools Help

Convert Select

Favorites Customize Links Windows Training Electronic Grants M... zFile Web Slice Gallery Electronic Grants Managem...

Electronic Grants Management System (EGMS)

ADD/UPDATE BUDGET APPLICATION

1. Point of contact information > 2. Budget function areas > 3. Budgeted Projects > 4. Project Expenditures > 5. Applicant agreement

GRANT PROGRAM: SHSP GRANT YEAR: 2010

Per requirements of the Virginia Emergency Management Agency (VDEM), all projects associated with this award must be entered at this time and aligned with objectives from a strategic plan.

- This step of the grant application process is complete when all projects associated with the award have been entered and configured below.
- To add a new project, use the *Create New Project* link below.
- To edit a previously entered project, click on the *PROJECT [letter]* below.
- To delete a previously entered project, click the *Delete Project* button below. Note: all line items assigned to this project (if any have been assigned in Step 4) will become unassigned and will need to be assigned to another project.
- Item expenditures will be added and aligned with specific projects and objectives under Step 4 - Project Expenditures.

PROJECTS [Create New Project](#)

**PROJECT A**

ID: 6261

Title: cbme

Type: Enhance capabilities to respond to CBRNE events

Description: cbme

Investment Justification: Enhance CBRNE Detection and Response Capabilities

Target Category: Prevent

Target Capability: CBRNE Detection

Project Total: \$0.00

[Delete Project](#)

**Primary Objective 1.1 [Equipment]** - Provide response personnel with equipment to meet established standards and support the capabilities listed in the Target Capabilities List (TCL).

[Line items assigned to this objective](#)

There are no line items assigned to this objective.

**Secondary Objective 1.3 [Training]** - Conduct training on equipment purchased.


[Line items assigned to this objective](#)

There are no line items assigned to this objective.

Cancel << Previous Save draft and exit Next >>


## I DON'T SEE WHERE I'M SUPPOSED TO ADD ITEMS

After entering your project you return to this page. You can add a Project B if you have an EHP screening that will cause a delay in approval. Just hit "Next" at the bottom if you don't need another project



Virginia Department of Emergency Management

TETRA TECH



Home Grant Management Standard Functions Log Out

Home

HOOVER COUNTY EMERGENCY MANAGEMENT

Grant View | **Project View**

[Return to Reimbursement/Encumbrance Page](#)

Hoover County Emergency Management - EMPG with Match (2010 - EMPG Local)

STATUS: Open

Award Financial Totals:

Adjusted Allocation / Award:	\$10,000.00	Amount Reimbursed:	\$0.00
Percent Allocation Entered: (including credit)	<div><div></div>0%</div>	Approved Credit Total:	\$0.00
		Allocation / Award Remaining: (including credit)	\$10,000.00
Minimum Match Requirement:	\$10,000.00	Match Submitted/Reimbursed	\$0.00
Percent Match Entered:	<div><div></div>0%</div>	Minimum Required Remaining Match:	\$10,000.00
		Overall Remaining:	\$20,000.00

General request comments:

Submitted By

Date/Time Submitted

Request Status

Comment

Delete

No comments have been submitted for this request.

Submit Comment

ID	Function	Category	AEL Code	Item	Quantity	Unit Cost	Total	Encumbered	Balance	Status	Actions
					Total	Left					
E1	Equipment	Detection	07CD-01-DPMG	Detector, Multi-sensor Meter, Point, Chemical - Multi-Sensor	1	1	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	
S1	Equipment	Information Technology	04HW-01-INHW	Hardware, Computer, Integrated - Laptop Computer	1	1	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	
S2	Equipment	Information Technology	04MD-02-PROJ	Projector, Video	1	1	\$2,050.00	\$2,050.00	\$0.00	\$2,050.00	<a href="#">Add item</a>
TR1	Training	Training Course and Program Development, Delivery, or Evaluation	TR	training	1	1	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	
TR2	Training	Overtime and Backfill Funding for Emergency Preparedness and Response Personnel Attending Approved Training	TR	OT	1	1	\$450.00	\$450.00	\$0.00	\$450.00	<a href="#">Add item</a>
TR3	Training	Travel	TR	travel	3	3	\$500.00	\$1,500.00	\$0.00	\$1,500.00	

\*\*Item's status is Draft, Pending or Rejected.

Uploaded Documents:

Request Status

Document Type

Associated Line Items

Document Name

File

Delete

Upload Document

# I CAN'T ENCUMBER SOME OF MY BUDGET ITEMS

ITEMS THAT ARE HIGHLIGHTED IN PINK HAVE BUDGET MODIFICATIONS PENDING. YOU WON'T BE ABLE TO ENCUMBER THEM UNTIL THE MODIFICATION IS APPROVED

# REJECTED: No Documents attached. What did I forget to do?

Electronic Grants Management System (EGMS) - Windows Internet Explorer

http://www.ttegms.com/virginia\_manual/secure/reimbursement\_view.cfm?grantid=5274&requestid=13715&action=add&cat=1&addDoc=1#bottom

File Edit View Favorites Tools Help

Electronic Grants Management System (EGMS)

Return to Reimbursement/Encumbrance Page  
Hoover County Emergency Management - Exercise for August 9, 2012 CBRNE Response (2010 - EMPG Local) STATUS: Open

**Award Financial Totals:**

Adjusted Allocation / Award:	\$10,750.00	Amount Reimbursed:	\$6,500.00
Percent Allocation Entered: (including credit)	60%	Approved Credit Total:	\$0.00
Minimum Match Requirement:	\$10,750.00	Allocation / Award Remaining: (including credit)	\$4,250.00
Percent Match Entered:	0%	Match Submitted/Reimbursed:	\$0.00
		Minimum Required Remaining Match:	\$10,750.00
		Overall Remaining:	\$14,250.00

**General request comments:**

Submitted By	Date/Time Submitted	Request Status	Comment	Delete
No comments have been submitted for this request.				

**Request Details:**

ID	Function	Category	AEL Code	Item	Quantity	Unit Cost	Total	Encumbered	Balance	Status	Actions	
					Total	Left						
E1	Equipment	Detection	07CD-01- DPHC	Detector, Multi-sensor Meter, Port, Chemical	1	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00		<a href="#">Add Item</a>	
I1	Equipment	CBRNE Logistical Support Equipment	19MH-00- CONT	Containers, Storage	3	\$500.00	\$1,500.00	\$1,500.00	\$0.00	Fully encumbered	<a href="#">Add Item (match only)</a>	
S1	Equipment	Information Technology	04HW-01- INHW	Hardware, Computer, Integrated	1	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	Fully encumbered	<a href="#">Add Item (match only)</a>	
Request ID: 13715 View/Print					1	\$5,000.00	\$5,000.00	Purchase Order		Encumbered	<a href="#">Update/Edit</a>	
S2	Equipment	Information Technology	04MD-02- PROJ	Projector, Video	1	\$2,050.00	\$2,050.00	\$0.00	\$2,050.00		<a href="#">Add Item</a>	
TR1	Training	Training Course and Program Development, Delivery, or Evaluation	TR	training	1	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00		<a href="#">Add Item</a>	
TR2	Training	Overtime and Backfill Funding for Emergency Preparedness and Response	TR	overtime	1	\$450.00	\$450.00	\$0.00	\$450.00		<a href="#">Add Item</a>	
TR3	Training	Travel	TR	travel	1	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00			

--Balance equal 0.  
--Item's status is Draft, Pending or Rejected.

**Uploaded Documents:**

Document Type	Associated Line Items	Name	File	Upload Document
Purchase Order	S1	PO for Computer	\\dem1users\maher\Antenna 2\antenna #2 BMP	<a href="#">Browse...</a> <a href="#">Attach</a>

Cancel/Exit Complete Encumbrance Save Draft

Remember the final step in attaching documents is to hit the attach button.



# I entered my encumbrance but I haven't been reimbursed.

Electronic Grants Management System (EGMS) - Windows Internet Explorer

VAEmergency.com Virginia Department of Emergency Management

Home Grant Management Reports Standard Functions System Admin Workflow Log Out

Home » Reimbursement (All Jurisdictions) » Reimbursement History

REIMBURSEMENT HISTORY

Subrecipient Information

Award ID: 5356  
Award Name: Adams County Fire Department - Albemarle August 17, 2012 HazMat  
Grant year: 2010  
Match Type: Local [Function Allocations with Match](#)  
Subgrantee Award Allocation: \$10,000.00  
Adjusted Allocation: \$10,000.00  
Jurisdiction: Adams County  
Address: 401 McIntire Road  
City: Hometown  
FEIN: -11111100  
Region: 2  
Phone: 555-555-5555  
Email: johndoe@hotmail.com  
Zip: 55555  
DUNS:

Match Allocation: \$10,000.00  
Adjusted Match: \$10,000.00

Encumbrance Reimbursement

Encumbrance History [To Budget Page](#) [New Request](#)

Request ID	Date	Name	Phone	Email	Status	Total	Delete	Print	Log
13550	10/05/2012	JoAnn Maher	123-123-1234	joann.maher@vdem.virginia.gov	Encumbrance Draft	\$10,000.00	Delete	View	View
13433	08/17/2012	John Adams	804 897-8500	john.adams@vdem.virginia.gov	Request Submitted - Invoice Uploaded	\$1,500.00	Delete	View	View

Adjusted Allocation / Award: \$10,000.00  
Amount Encumbered: \$6,500.00  
Allocation / Award Remainder (includes credit): \$3,500.00

The encumbrance tab lets you enter purchase information to show obligation. You will also need to provide proof of purchase and proof of payment before you can get reimbursed.

Electronic Grants Management System (EGMS) - Windows Internet Explorer

VAEmergency.com Virginia Department of Emergency Management

Home Grant Management Reports Standard Functions System Admin Workflow Log Out

Home » Reimbursement (All Jurisdictions) » Reimbursement History

REIMBURSEMENT HISTORY

Subrecipient Information

Award ID: 5356  
Award Name: Adams County Fire Department - Albemarle August 17, 2012 HazMat  
Grant year: 2010  
Match Type: Local [Function Allocations with Match](#)  
Subgrantee Award Allocation: \$10,000.00  
Adjusted Allocation: \$10,000.00  
Jurisdiction: Adams County  
Address: 401 McIntire Road  
City: Hometown  
FEIN: -11111100  
Region: 2  
Phone: 555-555-5555  
Email: johndoe@hotmail.com  
Zip: 55555  
DUNS:

Match Allocation: \$10,000.00  
Adjusted Match: \$10,000.00

Encumbrance Reimbursement

Reimbursement History [To Budget Page](#) [Create/Submit Reimbursement](#)

\*\*\*The below list shows request records that have had all their encumbrance data entered. If you want to create a new encumbrance request, click the encumbrance tab above.\*\*\*

Request ID	Date	Name	Phone	Email	Status	Total	Delete	Print	Log
13433	08/17/2012	John Adams	804 897-8500	john.adams@vdem.virginia.gov	Request Submitted - Invoice Uploaded	\$1,500.00	Delete	View	View

The reimbursement tab will allow you to enter invoices and proof of payment – then you can submit your reimbursement request by hitting the “submit for review” button at the bottom of the data entry page.

# I put two items In my encumbrance but only one is ready for reimbursement. What do I do?

An encumbrance must be fully completed before funds can be requested.

Electronic Grants Management System (EGMS) - Windows Internet Explorer

http://www.ttegms.com/virginia\_manual/secure/reimbursement\_view.cfm?grantid=54550&requestid=13716&action=add&cat=1

Return to Reimbursement/Encumbrance Page

Arthur City Fire Department - Waynesboro October 26 CBRNE (2010 - EMPG Local)

STATUS: **Open**

Award Financial Totals:			
Adjusted Allocation / Award:	\$10,000.00	Amount Reimbursed:	\$7,550.00
Percent Allocation Entered: (including credit)	76%	Approved Credit Total:	\$0.00
		Allocation / Award Remaining: (including credit)	\$2,450.00
Minimum Match Requirement:	\$10,000.00	Match Submitted/Reimbursed	\$0.00
Percent Match Entered:	0%	Minimum Required Remaining Match:	\$10,000.00
		Overall Remaining:	\$12,450.00

General request comments:

Submitted By: \_\_\_\_\_ Date/Time Submitted: \_\_\_\_\_ Request Status: \_\_\_\_\_ Comment: \_\_\_\_\_ Delete: \_\_\_\_\_

No comments have been submitted for this request.

\*\*\*To submit this payment request, Proof of Payment information must be added for all items with status of **Encumbered**. To add Proof of Payment information to the item, click the "Edit" link.\*\*\*

- The status of items that still require proof of payment information will appear in **red**
- The status of items that have had proof of payment information entered will appear in **green**

ID	Discipline	AEL Code	Item	Quantity		Unit Cost	Total	Matched	Encumbered	Balance	Status	Action
				Total	Left							
E1	Fire Services	07CD-01-DPMG	Detector, Multi-sensor Meter, Point, Chemical - meter for BU 101	1	1	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00		<a href="#">Add Item</a>
I1	Fire Services	19MH-00-CONT	Containers, Storage	3	2	\$500.00	\$1,500.00	\$0.00	\$500.00	\$1,000.00		<a href="#">Add Item</a>
		<a href="#">View/Print Request ID: 13716</a>	Containers, Storage	1		\$500.00	\$500.00				<b>Encumbered</b>	<a href="#">Update/Edit</a> <a href="#">Delete</a>
S1	Cyber Security	04HW-01-INHW	Hardware, Computer, Integrated - hardware	1	0	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	<b>Fully encumbered</b>	<a href="#">Add Item (match only)</a>
		<a href="#">View/Print Request ID: 13716</a>	Hardware, Computer, Integrated - hardware	1		\$5,000.00	\$5,000.00				<b>Encumbered</b>	<a href="#">Update/Edit</a> <a href="#">Delete</a>
S2	Emergency Management	04MD-02-PROJ	Projector, Video - projector for us	1	0	\$2,050.00	\$2,050.00	\$0.00	\$2,050.00	\$0.00	<b>Fully encumbered</b>	<a href="#">Add Item (match only)</a>
TR1	Fire Services	TR	training on equipment	1	1	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00		<a href="#">Add Item</a>
TR2	Fire Services	TR	overtime	1	1	\$450.00	\$450.00	\$0.00	\$0.00	\$450.00		<a href="#">Add Item</a>
TR3	Fire Services	TR	travel for training	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>Fully encumbered</b>	<a href="#">Add Item (match only)</a>

\*\*\*Balance equal 0.

Uploaded Documents:

Request Status	Document Type	Associated Line Items	Document Name	File	Delete
No documents found					

Electronic Grants Management System (EGMS) - Windows Internet Explorer

http://www.ttegms.com/virginia\_manual/secure/reimbursement\_view.cfm?grantid=5262&requestid=13717&transitionid=17&entity=13717&CFID=44949&C...

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Electronic Grants Management System (EGMS)

Adams County Fire Department - Exercise for August 9, 2012 CBRNE Response (2010 - EMPG Local) STATUS: **Open**

**Award Financial Totals:**

Adjusted Allocation / Award:	\$10,000.00	Amount Reimbursed:	\$500.00
Percent Allocation Entered: (including credit)	5%	Approved Credit Total:	\$0.00
Allocation / Award Remaining: (including credit)	\$9,500.00	Match Submitted/Reimbursed	\$15,500.00
Minimum Match Requirement:	\$10,000.00	Minimum Required Remaining Match:	\$0.00
Percent Match Entered:	155%	Overall Remaining:	\$9,500.00

**General request comments:** [Submit Comment](#)

Submitted By	Date/Time Submitted	Request Status	Comment	Delete
No comments have been submitted for this request.				

ID	Discipline	AEL Code	Item	Quantity		Unit Cost	Total	Matched	Encumbered	Balance	Status	Action
				Total	Left							
E1	Hazardous Materials	07CD-01-DPMG	Detector, Multi-sensor Meter, Point, Chemical - Detector	1	0	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00		<a href="#">Add item</a>
			<a href="#">View/Print Request ID: 13717</a> Detector, Multi-sensor Meter, Point, Chemical - Detector	1		\$10,000.00	\$10,000.00	Accounting Record Match - Local			Approve	<a href="#">Update/Edit</a> <a href="#">Delete</a>
I1	Hazardous Materials	19MH-00-CONT	Containers, Storage	3	1	\$500.00	\$1,500.00	\$500.00	\$500.00	\$1,000.00		<a href="#">Add item</a>
			<a href="#">View/Print Request ID: 13717</a> Containers, Storage	1		\$500.00	\$500.00	Accounting Record Match - Local			Approve	<a href="#">Update/Edit</a> <a href="#">Delete</a>
S1	Hazardous Materials	04HW-01-INHW	Hardware, Computer, Integrated - laptop computer	1	0	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00		<a href="#">Add item</a>
			<a href="#">View/Print Request ID: 13717</a> Hardware, Computer, Integrated - laptop computer	1		\$5,000.00	\$5,000.00	Accounting Record Match - Local			Approve	<a href="#">Update/Edit</a> <a href="#">Delete</a>
S2	Hazardous Materials	04MD-02-PROJ	Projector, Video	1	1	\$2,050.00	\$2,050.00	\$0.00	\$0.00	\$2,050.00		<a href="#">Add item</a>
TR1	Hazardous Materials	TR	training on monitor	1	1	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00		<a href="#">Add item</a>
TR2	Hazardous Materials	TR	OT and backfill	1	1	\$450.00	\$450.00	\$0.00	\$0.00	\$450.00		<a href="#">Add item</a>
TR3	Hazardous Materials	TR	Travel	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Fully encumbered	<a href="#">Add item (match only)</a>

\*\*Balance equal 0.

## Items entered as match will not be reimbursed

We've seen encumbrances/reimbursements where all line items are input as match. If you want to be reimbursed for a line item you need to answer **NO** to the encumbrance question: "Select whether this item is for matching funds"



# Question: where in eGMS do I enter my project proposal?

## Answer: Not in eGMS

### ▶ eGMS

- ▶ The **eGMS** is for submitting your grant application budget, managing your grant and requesting reimbursements.
- ▶ You enter information into eGMS after you receive an allocation letter.

<https://www.ttegms.com/virginia/login.cfm>

### ▶ Project Proposal Portal

- ▶ Project Proposals are to submit ideas to the selection committee for consideration.
- ▶ If your idea is funded you'll receive an allocation letter.
- ▶ Your eGMS password does not work in the Portal.

[https://vmasc-as02.vmasc.odu.edu/fmi/iwp/res/iwp\\_home.html](https://vmasc-as02.vmasc.odu.edu/fmi/iwp/res/iwp_home.html)

# Upcoming revisions to eGMS

- » .Uploading your own applications
- Online quarterly reports
- Automatic grant adjustment notices

#### Step 4. Project Expenditures

All expenditures for the project(s) entered in Step 3 are to be entered here and aligned with objectives from those projects. Items must be entered to the exact amount of the total award budget. Adjustments to these expenditures may be made later as the expenditures are encumbered.

 This step is complete

[View/Edit](#)

#### Step 5. Applicant agreement

Please carefully read the terms of the agreement before submitting your application to OEMA.

 This step is complete

[View/Edit](#)

#### Step 6. Print and Upload Signed Grant Documents

Before clicking **SUBMIT application to OEMA** below, please print and review a copy of your application. After you confirm that no additional revision is necessary, please sign the application and use a scanner to make a PDF copy of the signed application. Please upload the signed application using the below upload functions. After uploading the signed document, please click SUBMIT to OEMA. Your application cannot be reviewed or approved by OEMA until they receive a signed copy of the application.

 [Click here to print your application](#)



#### Application Documents

[Upload Document](#)

No documents have been uploaded.

If you are unable to scan and upload a signed copy of the application and plan to send the signed application to OEMA in hard copy, this step may be skipped and a paper copy may be sent to the following address:

**Ohio Emergency Management Agency**  
Attn: [Your Grant Administrator's name]  
10501 Trade Court  
Richmond, VA 23236

#### Step 7. Submit application to OEMA



Your grant application is complete and can be submitted to OEMA.

After you press the "SUBMIT TO OEMA" button, you will no longer be able to modify your application.

[SUBMIT TO OEMA](#)

## UPLOADING APPLICATION DOCUMENTS

A new Checklist Step will allow uploading the POC form, EHP form and other application documents

# New EGMS Quarterly Report

The following report serves as a summary of the Subgrantee Progress Report Report of **Adams County Fire Department**, Grant **Adams County Fire Department - CBRNE Response - October 15, 2012** on **09/10/2013**.

Page 1 of 2

\* - Indicates Information Required for Completing Monitoring Report

## Page 1

### Report Information

- \* ☒ Identify the performance period of this report:
- ☒ Oct 1-Dec 31 (due Jan 15)
  - ☐ Jan 1-Mar 31 (due Apr 15)
  - ☐ Apr 1-June 30 (due July 15)
  - ☐ July 1-Sep 30 (due Oct 15)
- \* ☒ Is this a FINAL/CLOSEOUT report for this grant?
- ☐ A. Yes
  - ☒ B. No
- ☒ IF YES, are copies of deliverables attached (plans, trip reports, AAR's, assessments, etc.)?
- ☐ A. Yes
  - ☒ B. No
- ☒ IF YES, enter the amount of funds being forfeited (not expended):
- this is a test

### Financial Progress

- \* ☒ How much has been encumbered (obligated) to date?
- test
- \* ☒ How much has been expended to date?
- test

### Programmatic Progress

- \* ☒ Milestone 1:

### Modifications

- \* ☒ Do you anticipate any changes to your original goals/objectives?
- ☐ A. Yes
  - ☒ B. No
- ☒ IF YES, will these changes/modifications prevent the organization from completing the project within the approved period of performance?
- ☐ A. Yes
  - ☒ B. No
- ☒ Are there any changes in Key Personnel (Project Mgr, Finance staff, etc.)
- ☐ A. Yes
  - ☒ B. No
- ☒ Please list the changes you anticipate (or have undergone) in the project or Key Personnel:

test

If you are finished with this section , please navigate using the Save buttons below. If you would like to close this window, use the Save & close form button. Otherwise, form data will not be saved.

Save & close form

Save & go to next Section >>

- ▶ New System Generated Grant Adjustment Notice
- ▶ Payment Transaction Data Will Display
- ▶ Automated Reimbursement Processing

EGMS IMPROVEMENTS



**ANY QUESTIONS?**